

**City of Gunnison  
Community Development  
Internship Position Description**

**Title:** Planning Intern

**Position Description:** The City of Gunnison Community Development Department is seeking a student intern to follow and document development of the update to the City's *Master Plan (Comprehensive Plan)*. A comprehensive plan promotes the community's vision, goals, objectives, and policies; establishes a process for orderly growth and development; addresses both current and long-term needs; and provides for a balance between the natural and built environment. Elements addressed in a comprehensive plan may include: recreation and tourism; transportation; land use; economic development; affordable housing; environment; parks and open space; historic and cultural preservation; capital improvements; efficiency in government; sustainability; energy; and, urban design. This project will be a practical learning experience and could involve GIS, geographic, economic, or land use assessment of proposed revisions to the City's *Comprehensive Plan* (spring or summer 2014).

**Academic Requirements:** Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Environmental Studies, Geology, Geography, or Political Science (others may be considered on a case-by-case basis).

**Technical Skills:** GIS, Geology, data collection statistical analysis and assessment.

**Application Requirements:** Submit a letter of interest, résumé, City of Gunnison application (available at: [http://www.cityofgunnison-co.gov/Finance/human\\_resources/job\\_app.pdf](http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf)), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo  
City of Gunnison Human Resources Technician  
P.O. Box 239  
201 West Virginia (second floor)  
641-8248  
[tshelafo@cityofgunnison-co.gov](mailto:tshelafo@cityofgunnison-co.gov)

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.

**Application Deadline:** Open until filled.

**Credit Hours:** Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes on the project for each credit earned.

**Salary:** \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.